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18 Feb 04
Addendum #3

RFP# B03356

Title: Janitorial and Cleaning Supplies and Equipment

Submission Deadline: 26 Feb 04 @ 2:45 PM

*****ATTENTION*****

PLEASE NOTE THE FOLLOWING: Five (5) days prior to the RFP response due date, a final addendum will be posted on the RIVIP website (www.purchasing.ri.gov). The final addendum is meant to ensure the Bidder has read and is in compliance with all previous addendums for this RFP and has downloaded all pertinent information for this bid. To be considered responsive to this RFP, the Bidder must print, sign and date, and submit a hard copy of the final addendum with an original signature with the Bidder's RFP response.

Addendum #3 includes four (4) changes to the RFP Text:

(1) On page 18, Section A.21, "Company Information" should read:

Please provide detail on your company size, financial performance and history.

(2) On page 18, Section A.22, "Customer References" should read:

Please provide three customer references, with a focus on government customers if possible.

(3) On the Cost Proposal, Pricing Grid C.5 – Plastic Bags and Containers Contract List, the second point under "Instructions" should read:

For detailed, specific instructions on filling out this Pricing Grid, please refer to Section IV.C of the RFP document

(4) On the Cost Proposal, Pricing Grid C.5 – Plastic Bags and Containers Contract List, Line #9 under "Product Description" should read:

Plastic Bags, 43 x 48, \geq 23 Microns

Additionally, Addendum #3 includes questions and answers from the Pre-Bid Conference .

A handwritten signature in dark ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Questions from Pre-Bid Conference

February 12, 2004

1. Clarify thickness (microns) of plastic bags on On-Contract List.

Required thickness for plastic bags is included in Product Description on Pricing Grid -C.5

2. Can Bidder(s) provide substitute products that are not listed on the Acceptable Brands List?

While the State encourages Bidders to provide products that are on the Acceptable Brands List, Bidders reserve the right to bid any brand of product considered to be an acceptable substitute.

3. Does the State own all dispensers?

The State does not own all dispensers. The State is currently in year three of a five-year loan to own program on replaced dispensers.

4. Regarding additional discounts for four (4) or five (5) year contracts, when do the discounts commence?

The discounts commence immediately.

5. Can further clarification be provided for products to include concentrations, etc.?

The information provided in the RFP represents the most granular detail collected by the State thus far. Bidders have the option of conducting additional research on product specifications, based on manufacturer name and/or number, or using the information provided as the basis for submitting a bid.

6. Can Bidders propose substitute products, which may serve to consolidate different brands currently being purchased by the State? (ex. floor restorer)

Yes. However, Bidders are strongly encouraged to bid on exact product matches that constitute the current On-Contract list. Additionally, Bidders have the option to propose substitutes that meet the specifications and requirements of the State.

7. How many delivery locations are required?

Bidders are expected to be able to deliver to all locations in the State of Rhode Island.

8. Are minimum order requirements anticipated?

Minimum order requirements are not anticipated.

9. What days of the week is delivery expected?

Deliveries are typically expected on weekdays during normal business hours. However, Bidders should include details on the ability to make deliveries after normal working hours or on weekends. In addition, Bidders must indicate the company's ability to meet the requirements of section III, A.8 of the RFP Text, including the ability to fill and deliver orders for Janitorial and Cleaning Supplies and Equipment products on-site within one (1) day of order placement by Contract Users, either via the internet or fax based on an order submitted by 5:00 p.m. the prior day. Contractor(s) should be able to fill and deliver orders for Paper products on-site within 2 days of order placement by Rhode Island.

10. What is the current price for On-Contract list items?

The State will not be providing pricing for On-Contract list items. Bidders may obtain pricing information from Master Price Agreements (MPAs) on the RIVIP Website (www.purchasing.ri.gov).

11. What is the estimated annual Rhode Island spending on these products?

Per section I.D of the RFP Text, annual Rhode Island spending on Janitorial and Cleaning Supplies and Equipment is approximately \$1.8 million.

12. Clarify the brand of product on Pricing Grid – C.2, Cleaning Supplies and Mops, Line # 66.

Additional Detail: PRO-LINK (private label) mop

13. Clarify section III A.21 and A.22 as no worksheet is provided.

See changes to the RFP Text (1) and (2) at the beginning of this Addendum.

14. Explain finalist negotiations. Will these be in writing or vendor presentations?

Per section 6.3.2.3 of the State of Rhode Island Procurement Regulations, the State reserves the right to negotiate with the top three (3) vendors regarding any and all aspects of the bidder's response. The State may elect to conduct the negotiations in writing or in person.

15. Will deliveries be to individual locations or on central location?

Deliveries will be to individual locations as required.

16. Will Correctional Industries be bidding on this RFP?

No.

17. Will volume rebates to the State be based on annual spending?

Yes.

Additional Vendor Questions:

18. Regarding plastic bags, are ties required?

Yes, ties are required and must be included in your bid price.

19. Regarding section IV A.9 Site Delivery for a third party vendor, do we need to provide certifications for common national carriers such as UPS?

For national carriers such as FedEx, UPS, DHL, etc., certifications are not required.

20. Regarding section IV A.23 MBE Requirements, do we need to be Rhode Island certified, or is it enough to be certified by other municipalities throughout the U.S.A.?

Bidders must be certified by the State of Rhode Island.

21. Please advise if we need to submit online the response of the bid in electronic version.

Bidders do not need to submit an online response to this RFP. Please see section II of the RFP Text for RFP response submission directions.

END